

# GLOSSARY

Abate - To eliminate or reduce permanently an unsafe or unhealthful working condition by coming into compliance with the applicable NAVOSH standard.

Accident - Any unplanned or unexpected event causing material loss or damage or causing personnel injury or death.

Accident investigation - The investigation of the facts surrounding the causes of an accident.

Accident Report - The formal report of an accident investigation.

ACGIH - American Conference of Governmental Industrial Hygienists.

ANSI - American National Standards Institute, a national consensus standard developing organization.

Anthropometric - Pertaining to the measurement of the size and proportions of the human body.

Atmosphere Immediately Dangerous to Life or Health (IDLH) - Any atmosphere that poses an immediate hazard to life or produces immediate irreversible debilitating effects on health.

Attendant - An individual stationed on the outside of a confined space for the purpose of monitoring the activities of those inside and requesting assistance in the event of an emergency.

Audiometer - A graph or table showing hearing threshold levels as a function of frequency.

Audiometer - Instrument used to measure hearing sensitivity using pure tones.

A-Weighted Sound Level - Sound level in decibels as measured on a sound level meter using an A-weighted network. This network attempts to reflect the human ear's decreased sensitivity to low frequency sounds.

Bloodborne Pathogens - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV).

Class I Asbestos Work - Activities involving the removal of thermal system insulation or surfacing ACM/PACM.

Class II Asbestos Work - Activities involving the removal of ACM, which is neither TSI, or surfacing ACM. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.

Class III Asbestos Work - Repair and maintenance operations, where ACM, including TSI and surfacing ACM and PACM, is likely to be disturbed (see definition of disturbance).

Class IV Asbestos Work - Maintenance and custodial activities during which employees contact but do not disturb ACM and PACM and activities to clean up dust, waste and debris from Class 1, II, and III activities.

Concentration - The quantity of a substance per unit volume (in appropriate units).

The following are examples of concentration units:

mg/m<sup>3</sup> - milligrams per cubic meter for vapors, gases, fumes, or dusts

ppm - parts per million for vapors or gases fibers/cc - fibers per cubic centimeter for asbestos

Confined Space - A space that is not designed for routine and/or continuous occupancy, is large enough and so configured that an employee can bodily enter to perform work, and is poorly ventilated and/or has limited or restricted means for entry or exit.

Confined Space Entry Permit - A special written permit/form issued by the CSPM, or a qualified person under the direction of the CSPM, which authorizes entry into certain confined spaces under a given set of conditions and safety precautions.

Confined Space Program Manager (CSPM) - An individual who has successfully completed course number A-493- 0030, Confined Space Safety, conducted by the Naval Occupational Safety and Health and Environmental Training Center ~AVOSHENVTRACEN) or equivalent training approved by the Echelon 2 occupational safety and health manager, and has been appointed in writing, by the commanding Officer to implement a comprehensive Confined Space Entry Program (Non-Maritime).

Contaminant - A material or agent not normally present in the atmosphere, e.g. dust, fume, gas, mist or vapor, which can be harmful, irritating, or a nuisance.

Contractor Workplace - Any place on a Navy installation, located within the United States, its territories, or possessions, where work currently is being, recently has been, or is scheduled to be performed by contractor employees under a Navy contract, including a reasonable access route to and from the workplace. The term contract or workplace does not include any area structure, machine, apparatus, device, equipment, or material therein, with which a contractor employee is not required or reasonably expected to have contact nor does it include any working condition or which OSHA jurisdiction has been preempted under section 4(b)(1) of the OSHA Act.

Cumulative Trauma Disorders (CTDs) - Health disorders arising from repeated biomechanical stress. Other terms that have been used for such disorders include 'repetitive motion injury,' 'occupational overuse syndrome,' and 'repetitive strain injury.' CTD are a class of musculoskeletal disorders involving damage to the tendons, tendon sheaths, and related bones, muscles, and nerves of the hands, wrists, elbows, shoulders, neck, and back. Disorders in this class include carpal tunnel syndrome, tennis elbow, tendinitis, tenosynovitis, DeQuervain's Disease, and low back pain.

dB (A) - A sound level reading in decibels as measured on the A-weighted network of a sound level meter. (See A-weighted Sound Level)

Decibel-dB - A unit used to express sound pressure levels; specifically, 20 times the logarithm of the ratio of the measured sound pressure to a reference quantity, 20 micropascals (0.0002 microbars). In hearing testing, the unit used to express hearing threshold levels as referred to audiometric zero (re: ANSI S3.6, 1969 (NOTAL)).

Disability - The incapacity, because of injury or illness in employment, to earn the wage which the employee was receiving at the time of such injury or illness.

Disabling Work/Duty injury- (Lost Workday Case) Any impairment resulting from an accident or occupational disease which prevents a military person from performing his/her regularly established duty or work for a period of 24 hours or more, subsequent to 2400 on the day of injury or onset of illness; or causes a civilian employee of the Navy from performing work for a full shift on any day subsequent to the day of injury or onset of illness.

Disturbance Asbestos - means activities that disrupt the matrix of ACM or PACM, crumble or pulverize ACM or PACM, or generate visible debris from ACM or PACM. Disturbance includes cutting away small amounts of ACM and PACM, no greater than the amount, which can be contained in one standard sized glove bag or waste bag, in order to access a building or vessel component. In no event shall the amount of which can be contained in one glove bag or waste bag, which shall not exceed 60 inches in length and width.

Dosimeter - A device for measuring cumulatively the exposure of an individual over a period of time.

Dust - Small solid particles created by the breaking up of larger particles by processes such as crushing, grinding, or explosion. Examples of processes that generate dust: Use of machine shop tools, paint chipping, sanding, woodworking, and abrasive blasting.

Entry - The act by which a person intentionally passes through an opening into a permit-required confined space and includes ensuing activities. The entrant is considered to have entered if any part of the entrant's face breaks the plane of an opening into the space.

Entry supervisor - The supervisor of the employees authorized entry into a confined space.

Ergonomics - The study of the design of work in relation to the physiological and psychological capabilities of people. The aim of the discipline is the evaluation and design of facilities, environments, jobs, training methods, and equipment to match the capabilities of users and workers, and thereby to reduce the potential for fatigue, error, or unsafe acts.

Ergonomic Hazards - Workplace conditions that pose a biomechanical stress to a worker's body as a consequence of posture and force requirements, work/rest regimens, repetition rate, or other similar factors. Faulty workstation layout, improper work methods, or improper tools may contribute to such conditions.

Ergonomic Risk Factors - Conditions of a job, process, or operation that contribute to the development of CTD.

Excursion Limit - A limitation on short-term exposures, which are, called for by industrial hygiene considerations, when toxicological data are unavailable.

Explosive or Flammable Limits - The range of concentration of a material, expressed in percent in air that will burn or explode if ignited. The lower explosive limit is the minimum percent by volume of a gas or vapors that, when mixed with air at normal temperature and pressure, will form a flammable mixture.

First Aid Case - Any case that requires one or more visits to a medical facility for examination or treatment during working hours beyond the date of injury, as long as no leave or continuation of pay (COP) is charged to the employee and no medical expense is incurred. Also, a case, which requires two or more visits to a medical facility for examination or treatment during non-duty hours beyond the date of injury as long as no leave or COP is charged and no medical expense, is incurred.

Forces Afloat - U.S. Navy surface ships and submarines including embarked troops, staffs. Detachments, and aircraft squadrons.

Fumes - Fumes are found when the material from a volatilized solid condenses in cool air. The solid particles that are formed make up a fume that is extremely fine - usually less than 1.0 micrometer in diameter. In most cases, the hot vapor reacts with the air to form an oxide.

Gas - Diffuse, formless fluid normally in a gaseous state.

Hazard - A workplace condition that might result in injury, health impairment. Illness, disease, or death to any worker who is exposed to the condition, or damage or loss to property/equipment.

Hazard Category A workplace condition as defined below:

- (1) Category I - Catastrophic: The hazard may cause death or loss of a facility.
- (2) Category II - Critical: May cause severe injury, severe occupational illness, or major property damage.
- (3) Category III - Marginal: May cause minor injury, minor occupational illness, or minor property damage.
- (4) Category IV - Negligible: Probably would not affect personnel safety or health, but is nevertheless in violation of specific criteria.

Hazardous Chemical - Any chemical that is a physical hazard or a health hazard per 29 CFR Section 1910.1200 (c), and with some exceptions as specified in the Community Right to Know Law of 1986 (Superfund Amendments and Reauthorization Act (SARA). Title III). See "Hazardous Material."

Hazardous Material (HMI) - For the purpose of preparing the Material Safety Data Sheet, a hazardous material is defined as a material having one or more of the following characteristics: (a) has a flashpoint below 2000F (93.30c) closed cup, or is subject to spontaneous heating or is subject to polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control; (b) has a threshold limit value below 1000 PPM for gases and vapors, below 500 mg/m<sup>3</sup> for fumes, and below 30 mppcf for dusts; (c) a single oral dose which will cause 50 percent fatalities to test animals when administered in doses of less than 500 mg per kilogram of test animal weight; (d) is a strong oxidizing or reducing agent; (e) causes first degree burns to skin in short time exposure or is systematically toxic by skin contact; (f) in the course of normal operations, may produce dusts, mists, fumes, vapors, or smokes with one or more of the above character-

Hazardous Substance (HSI) - Any substance that, because of its quantity, concentration, or hazardous properties, may pose a substantial hazard to human health or the environment when purposely released or accidentally spilled.

Hazardous Waste (HW) - Any discarded or abandoned hazardous substance as defined in 40 CFR 261 or applicable state regulations where the state has been granted enforcement authority by EPA. It may include any discarded liquid, semisolid, solid, or containerized gaseous material. Hazardous waste does not include IEHM with expired shelf life unless determined as such by a Defense Reutilization and Marketing Office (DRMO).

Hazardous Waste Minimization (HAZMIN) - Consists of three parts:

- a. Avoiding HW generation by minimizing and controlling HM acquisition and use, and by applying best management, engineering, and equipment to Navy processes and procedures.
- b. Recycling HW to reduce it to a ready-for-use state.
- c. Treating HW to reduce the volume or to reduce it to a non-hazardous state.

High-Efficiency Particulate Air (HEPA) Filter - A filter capable of trapping and retaining at least 99.97 percent of 0.3 micrometer diameter mono-dispersed particles.

Human Factors - The application of behavioral principles to the development of technological Systems to make such systems work more efficiently and productively and to make it easier for people to operate and maintain these systems.

IDLH - Immediately Dangerous to Life or Health. An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Illness - Any abnormal condition or disorder, other than one resulting from an injury, caused by exposure to conditions associated with the occupational environment.

Impulse or Impact Noise - Sound of short duration, usually less than 1 second, with an abrupt onset and rapid decay. Also, those variations in noise levels that involve maximum at intervals greater than 500 milliseconds. Where the intervals are less than 500 milliseconds, the noise is considered continuous.

Incident (Confined Space) - A mishap resulting in death, injury, property damage and/or situations involving unauthorized (inadvertent or willful) entry into a PRCS, disregard of permit requirements, improper testing or issuance of a permit without evaluation of space conditions.

Injury - Traumatic bodily harm, such as a cut, fracture, burn, or poisoning, caused by a single or 1 –day exposure to an external force, toxic substance, or physical agent.

Laboratory - A term referring to research laboratories and chemical analytical laboratories that are managed and staffed by academically trained and -qualified professionals and chemists. This term, as used in this instruction, does not include entire installations having "laboratory" in their organization name, or material laboratories that mainly characterize the physical properties of materials. The term is intended to describe functional room(s) or area(s) where specific analytical and research tasks are performed by highly trained professionals under the supervision of highly trained and qualified professional chemists.

Lost Time Case - nonfatal traumatic injuries that causes any loss of time from work beyond the day or shift it occurred:

Or for each case of nonfatal illness/disease that causes disability at any time.

Material (Property) Damage - Mishap- related damage of facilities, equipment, or material (property) to which a dollar expenditure would accrue to repair or replace.

Material Safety Data Sheet (MSDS) - OSHA Form 174 or an equivalent form containing the identical data elements, must be used by manufacturers of chemical products to communicate to users the chemical, physical, and hazardous properties of their product to comply with the OSHA Hazard Communication Standard, 29 CFR 1910.1200. The completed form identifies key information on the product: **A** Name, address, and emergency contact for the manufacturer; the identity of hazardous ingredients; physical/chemical characteristics; fire and explosion hazard data; reactivity data; health hazard data; precautions for safe handling and use; and control measures. It should be emphasized that OSHA Form 20 or DD- 1813 forms are considered obsolete and should not be used for supplying MSDS information, All data submitted must comply with provisions of FED-STD 31 3C (NOTAL). See chapter 7.

Mishap - Any unplanned or unexpected event or series of events that result in damage to DOD property; occupational illness or injury to on-duty DOD military or civilian personnel: or damage to public and private property or injury and illness to non-DOD personnel caused by DOD operations.

Mishap Severity Classification - DOD mishaps are classified according to the severity of resulting injury, occupational illness or property damage. Property damage severity is generally given in terms of cost and is calculated as the sum of the costs associated with DOD property and non-DOD property that is damaged in a DOD mishap. Additionally, if a reportable occupational injury or occupational illness results, the event

is reportable even if the associated costs are less than the minimum dollar criteria. The following classifies DOD mishaps:

- (1) Class A Mishap. The resulting total cost of reportable material property damage is \$1,000,000 or more; or an injury or occupational illness results in a fatality or permanent total disability.
- (2) Class B Mishap. The resulting total cost of reportable material (property) damage is \$200,000 or more, but less than \$1,000,000; or an injury or occupational illness results in permanent partial disability; or three or more personnel are inpatient hospitalized.
- (3) Class C Mishap. The resulting total cost of reportable material (property) damage is \$10,000 or more, but less than \$200,000; a non-fatal injury that causes any loss of time from work beyond the day or shift on which it occurred; or a non-fatal illness or disease that causes loss of time from work or disability at any time (lost time case). For reporting purposes, refer to paragraph 1408a.
- (4) Class D Mishap. The resulting total cost of reportable material (property) damage is less than \$10,000, or a non-fatal injury (no lost time or first aid case) that does not meet the criteria of a Class C mishap.

Mist - Finely divided liquid droplets suspended in air and generated by condensation or by atomization.

Monitoring (Medical Surveillance) - The preplacement and periodic evaluation of the health status of workers exposed to toxic substances or physical agents in the workplace - measures the effects of contaminant on a worker's body functions and tissues, e.g., decreased lung function, dermatitis, abnormal blood count.

Navy Occupational Safety and Health INAVOSHI Standards - Occupational safety and health standards published by the Navy which include, are in addition to, or are alternatives for the OSHA standards which prescribe conditions and methods necessary to provide a safe and healthful working environment.

Negative Exposure Assessment (Asbestos) - For any one specific asbestos job performed by employees who have been trained in compliance with 29 CFR 1910.1001, 1915.1001 and 1926.1101, the employer may demonstrate that employee exposures will be below the PEL's.

NIOSH - National Institute for Occupational Safety and Health.

No Lost Time Case - A non-fatal traumatic injury or occupational illness or disease that does not meet the definition of Lost Time Case or First Aid Case. This definition includes each case where medical expense is incurred but no lost time from work is incurred as represented by a charge to leave or COP. Occupational Health - That multidisciplinary field of general preventive medicine that is concerned with prevention and/or treatment of illness induced by factors in the workplace environment. The major disciplines involved are occupational medicine, occupational health nursing, epidemiology, toxicology, audiology, industrial hygiene, and health physics.

Occupational Illness - A physiological harm or loss of capacity that by systemic infection; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc.; or other continued and repeated exposures to conditions of work environment over a long period of time procedures For practical purposes, an occupational illness or disease is any condition not meeting the definition of occupational injury that activities report.

Occupational Injury - A wound or other condition of the body external force, including stress or strain causes. The injury is identifiable as to time and place of occurrence and member or function of the body

affected and results from 8 specific event or incident, or series of events or incidents within a single day or work shift. The injury must arise out of or in the course of employment or performance of duty. All injuries occurring aboard Navy service craft and small boats are occupational injuries.

Occupational injury or Illness Categories- 29 CFR 1960 and enclosure (5) of reference 14-I list the following injury category definitions. They apply to on-duty military and civilian personnel.

- (1) Fatal Occupational injury or Occupational Illness. One that results in death from a mishap or the complications arising therefrom, regardless of the length of time between the mishap and a subsequent death.
- (2) Permanent Total Disability. Any nonfatal injury or occupational illness that in the opinion of competent medical authority, permanently and totally incapacitates personnel to the extent that they cannot follow any gainful occupation.

NOTE: The Navy considers the loss or the loss of use of both hands, both feet, both eyes, or a combination of any of these body parts as a result of a single mishap to be a permanent total disability.

- (3) Permanent Partial Disability. An injury or occupational illness that does not result in death or permanent total disability but, in the opinion of competent medical authority, results in the loss or permanent impairment of any part of the body, with the following exceptions:

- (a) Loss of teeth
- (b) Loss of fingernails or toenails
- (c) Loss of tip of finger or tip of toe. (The Navy considers loss of complete first joint to be a permanent partial disability and the loss of any part of the thumb or great toe a permanent partial disability.)
- (d) Inguinal hernia, if it is repaired
- (e) Disfigurement
- (f) Sprains or strains which do not cause permanent limitation of motion.

- (4) Lost Time Case. A non-fatal traumatic injury that causes any loss of time from work (even if the person chooses to use sick or annual leave instead of continuation of pay (COP) as long as there is medical justification) beyond the day or shift it occurred; or a non-fatal, non-traumatic illness or disease that causes disability at any time. Office of Worker's Compensation Program (OWCP) defines disability as the incapacity, because of injury in employment, to earn the wage, which the employee was receiving at the time of such injury or illness. For military on-duty injuries or illnesses, lost work time results if the military person is sick in quarters (\$JQ), hospitalized, or on convalescent leave. The Navy requires medical documentation to justify lost time cases. If a physician or equivalent returns a person to work and the person elects on his or her own to take sick or annual leave, activities shall not count such time as lost time for mishap recording purposes.

- (5) No Lost Time Case. A nonfatal traumatic injury or occupational illness or disease that does not meet the definition of Lost Time Case or First Aid Case (these are cases where employees incur medical expense but not lost time from work as represented by a charge to leave or COP).

(6) First Aid Case. (Civilians Only) A first aid case is a specific type of no lost time case, which meets one of the following criteria:

(a) A non-fatal traumatic injury or occupational illness or disease that requires one or more visits to a medical facility for examination or treatment during on-duty hours beyond the date of injury as long as employees incur no medical expense and activities charge no leave or COP to the employee.

(b) A non-fatal traumatic injury or occupational illness or disease that requires two or more visits to a medical facility for examination or treatment during non-duty hours beyond the date of injury as long as activities charge no leave or COP and incur no medical expense.

OSHA - Occupational Safety and Health Administration, Department of Labor (DOL).

OSHA Standards - OSHA standards are those standards issued by the DOL's Occupational Safety and Health Administration under Section 6 of the OSH Act.

Particulate Matter - A suspension of fine solid or liquid particles in air, such as:

Dust, fog, fume, mist, smoke, or spray. Particulate matter suspended in air is commonly known as an aerosol.

PEL - Permissible Exposure Limit. The maximum permissible concentration of a toxic chemical or exposure level of a harmful physical agent (normally averaged over an 8-hour period) to which an employee may be exposed.

Permit Required Confined Space (PRCS) - A confined space that, based on a hazard analysis by the CSPM, requires a special permit for entry.

Presumed Asbestos Containing Material - (PACM) - Thermal system insulation and surfacing material found in buildings constructed no later than 1980.

Protective Clothing - An article of clothing furnished to an employee at government expense and worn for personal safety and protection in the performance of work assignments in potentially hazardous areas or hazardous conditions.

Protective Equipment - A device or item to be worn, used, or put in place for the safety or protection of an individual or the public at large, when performing work assignments in or entering hazardous areas or under hazardous conditions. Equipment includes hearing protection, respirators, electrical matting, barricades, traffic cones, lights, safety lines, life jackets, etc.

Radiofrequency Radiation (RFR) - Electromagnetic radiation at frequencies between 10 kHz and 300 GHz.

Recordable Mishap - An on-duty occupational injury or illness meeting the definition of fatality, lost time case, no lost time case, or first aid case. (The "first aid case" designation only applies to civilian personnel.) The Navy requires activities to enter these cases on the appropriate injury and occupational illness log.

Recordable Occupational Injuries or Illnesses - Any occupational injuries or illnesses which result in:

- a. Fatalities, regardless of the time between the injury and death, or the length of the illness
- b. Lost time cases
- c. Lost workday cases
- d. No lost time cases



- e. First aid cases.

Regulated Area (Asbestos) - An area established by the employer to demarcate areas where Class I, II, and III asbestos work is conducted, and any adjoining area where debris and waste from such asbestos work accumulate; and a work area within which airborne concentrations of asbestos, exceed or there is a reasonable possibility they may exceed the permissible exposure limit.

Reportable Mishap - Any mishap as defined in Section 1408. Activities should not consider the *criteria all-inclusive*; if there is a "lesson to be learned," whether or not it meets the criteria, then activities should submit a report

#### Reportable Occupational Injuries and Illnesses

- a. All fatalities resulting from occupational injuries or illnesses, regardless of the time between the injury and death, or the length of the illness
- b. All lost workday cases involving the loss of 120 hours or more for military and 5 days or more for civilians
- c. Electric shock - Any case ashore resulting from equipment design deficiency
- d. Chemical or toxic exposure or oxygen deficiency - All cases requiring medical examination or attention. (Excluded are cases in which medical attention was solely due to medical surveillance requirements.)
- e. Any student mishap at a training command that results in termination of training.

Reproductive Hazard - Any occupational stressors (biohazard, chemical, or physical) that has the potential to adversely affect the human reproductive process.

Respiratory Protection Program Manager (RPPM) - An individual who meets the requirements of the Office of Personnel Management for safety and health personnel as defined in Section 0902b, has successfully completed the training requirements of chapter 1 5, and is designated as the RPPM in writing by the commanding officer.

RFR Permissible Exposure Limit (PEL) - The maximum level expressed in specific absorption rate (SAR) or derived equivalent power density, electric field strength, or magnetic field strength to which an individual may be exposed which, under the conditions of exposure, will not cause detectable bodily injury according to present medical knowledge.

Risk Assessment Code (RAC) - A simple expression of risk, which combines the elements of hazard severity and mishap probability. This assessment will be used to help prioritize abatement projects.

Significant Threshold Shift - A change of hearing threshold Level of] 5 dB or greater, in either ear, at any frequency (1,000 to 4,000 Hz) between the reference audiogram and any subsequent audiogram. In addition, a change in hearing threshold of an average of 10 dB or more at 2,000, 3,000, and 4,000 Hz in either ear shall be considered a significant threshold shift.

Smoke - Carbon or soot particles less than 0.1 micrometer in size resulting from the incomplete combustion of carbonaceous materials such as coal or oil.

Solvent - A substance, most commonly water, but often an organic compound, which is used to dissolve another substance.

Specific Absorption Rate (SAR) - The time rate at which RFR energy is imparted to an element of biological body mass. It is usually measured in W/kg or normalized to incident power density in W~kg/mW/cm<sup>2</sup>.

Standard - A rule, established by competent authority, which designates safe and healthful conditions or practices under which work must be performed to prevent injury, occupational illness, or property damage.

- a. Criteria - those parts of a standard that establish a measurable quality, e.g., specifications, inspection intervals, etc.
- b. Equivalent Criteria - The measurement of equivalency shall be a judgment based on the preponderance of information available. Generally they must provide protection at least as effective as the criteria they replace.

Toxic Substance or Harmful Physical Agent - any chemical substance, biological agent (bacteria, virus, fungus, etc.), or physical stress, noise, heat, cold, vibration, repetitive motion, ionizing and non- ionizing radiation, hypo-hyperbaric pressure, etc., which:

- a. Is regulated by any NAVOSH standard or Federal law or rule due to a hazard to health.
- b. Is listed in the latest printed edition of the National Institute for Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemicals.

TWA -Time-Weighted Average. An average value weighted in terms of the actual time that it exists during a given time interval.

# OSH RESPONSIBILITIES

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# **OSH RESPONSIBILITIES**

**Discussion.** A successful NAVOSH Program results when the visibility of the program permeates every level of the organization to the point of actually reducing work-related risks and mishaps. The maintenance of safe and healthful working conditions is a line management responsibility. To achieve success, the NAVOSH Program must be fully supported through the chain of command. All personnel employed by the Naval Postgraduate School (NPS), and tenant activities shall comply with the standards, codes, directives, etc., which are published in support of occupational safety and health. All other personnel utilizing NPS and tenant command facilities shall also be required to comply with these procedures applicable to the specific activities in which engaged.

**Dissemination of Program Information.** Personnel can review copies of the NAVOSH standards, records of safety and health committees and their actions and recommendations and various documentation concerning the command's OSH Program in the Safety Office and/or on the OSH web site at [www.safety.navy.mil](http://www.safety.navy.mil). Information regarding the NPS OSH Program shall be posted on or near activity bulletin boards where employee information is routinely posted. As a minimum, the following OSH Program data shall be posted:

- Minutes of current NPS OSH Committee Meetings (minimum of 30 days).
- Blank copies of OPNAV 5100/11, "Navy Employee Report of Unsafe or Unhealthful Working Condition", with reporting and appeals procedures.
- A copy of pertinent Standard Operating Procedures (SOP's) which apply to specific activity tasks.
- Annual mishap reports initiated by the OSH Office.
- DD Form 2272 "Department of Defense Occupational Safety and Health Protection Program" (copies of this form may be obtained from the OSH office)
- Superintendent's OSH Policy Statement.

**Performance, Evaluation, and Discipline.** The ability of a manager or supervisor to carry out his/her occupational safety and health responsibilities shall be a factor in overall job evaluations. Consideration should be given to departmental safety records when evaluating supervisors at any level. Performance evaluations shall reflect personal accountability, consistent with the duties of the position and with appropriate recognition of superior performance or conversely deficient performance as appropriate. Even though most individuals will understand the need for safety and health regulations and scrupulously abide by them, history shows that a small number of people will choose to disregard these rules, and thereby place themselves, fellow employees, and valuable equipment in hazardous circumstances. Violators of NAVOSH regulations shall be subject to disciplinary action in accordance with civilian personnel instructions or the uniform code of military justice.

**Management/Supervisory Responsibilities.** The first line supervisor is the "key" person in the safety program. Supervisory personnel includes all civilian supervisors and military, E-5 and above. Through leadership, the first line manager has the greatest impact on safety and health matters. Managers/Supervisors shall:

- Maintain a safe and healthful workplace for all personnel under their cognizance by ensuring the provisions of this instruction are enforced within their area of responsibility.
- Demonstrate good leadership through example by observing occupational safety and health regulations.
- Ensure that each person under their supervision is adequately trained concerning occupational safety and health rules, regulations, and processes pertinent to each job being performed, and that necessary safety precautions are being observed. Submit timely memoranda of all workplace safety training to the OSH Office.

- Ensure all injured personnel receive prompt medical attention and that all-occupational mishaps and illnesses are investigated and reported to the OSH Office.
- Encourage employees to report unsafe/unhealthful conditions. Personally, investigate and correct unsafe/unhealthful-working conditions.
- Provide the OSH Office with timely written and signed reports of actions taken to abate OSH inspection deficiencies including full explanation of pertinent circumstances of those deficiencies requiring over 30 days to correct.
- Inspect all assigned areas to identify hazards and unsafe practices. Immediately initiate necessary action to correct or control each discrepancy noted.
- Ensure approved personal protective equipment required for each specific job assignment is available and enforce the use of such equipment in all areas and processes.
- Encourage a free flow of information and ideas from employees on methods of improving the safety of their workplace, work practice, and work processes.
- Ensure that plans and specifications for research projects, new construction, and modification of buildings and facilities, have been prepared with thorough and critical consideration given to the safety of personnel and property. Those plans and specifications will be forwarded to the OSH Manager for review prior to final approval.

**Employee Responsibilities.** Personal awareness is the key to achieving safe and healthful workplaces. Each employee shall:

- Observe all occupational safety and health regulations and procedures applicable to the workplace.
- Report to immediate supervisor any condition, equipment or material considered to be unsafe or likely to develop into a hazard.
- Immediately cease the use of any equipment or appliance, which malfunctions, or is in violation of a safety or health standard or regulation.
- Warn others who may be endangered by known hazards.
- Report to supervisory personnel, any mishaps, injury, or evidence of impaired health occurring during the course of work.
- Wear or use protective clothing and equipment for the safe performance of the work being accomplished.
- Report for work suitably groomed and clothed for assigned tasks. Suitable clothing is that normally worn and in general use by members of the trade or profession involved. Certain hairstyles and beards become hazardous around machinery and open flames. They may also interfere with vision or use of respiratory protection devices. Long hair shall be suitably restrained in caps or nets and beards prohibited when considered a hazard in the workplace. Jewelry and loose clothing shall not be worn in areas where they subject the wearer to increased hazard. Eye, hearing, or prosthetic devices must be maintained in good functional order and utilized while in the workplace.

**OSH Manager's Responsibilities.** The Occupational Safety and Health Manager functions as an assistant to the Superintendent to manage and implement the OSH Program for NPS and tenant activities. The OSH Manager reports to the Superintendent, Naval Postgraduate School through the Deputy Superintendent for performance of assigned duties and has direct access to all Department Heads, Line Managers, and Supervisors in all matters pertaining to OSH. Personnel assigned to the OSH office report to the OSH Manager. The Occupational Safety and Health Manager, or designated representative, is authorized to stop workplace operations when work practices or procedures create a serious unsafe or unhealthful working condition (imminent danger situation). The OSH Manager shall:

- Plan, organize, direct, operate, and evaluate the facility's OSH Program.
- Develop accident prevention and loss control measures and programs.
- Prepare specific rules and regulations for approval and promulgation by the Superintendent as required.
- Organize and conduct safety inspections and surveys to identify violations, hazards, and deficiencies in operations, work places, facilities, and equipment, ensure compliance with applicable instructions and procedures.
- Implement the workplace monitoring (industrial hygiene) program.
- Record safety and occupational health violations and deficiencies, coordinate actions for corrections, conduct follow up inspections, and maintain status report on actions taken.
- Develop and maintain a hazard abatement plan, coordinate actions and follow up to ensure that abatement projects are developed and executed to abate safety and occupational health deficiencies, and monitor status of abatement actions.
- Maintain complete and accurate records on the mishap, injury, and occupational illness experience of NPS and tenant activities, and fulfill the reporting requirements by submitting necessary reports to the Naval Safety Center.
- Conduct studies and analyze mishap investigation reports, reports of occupational injuries and illnesses, and property damage reports to identify causal factors and to determine trends; initiate program improvement actions accordingly.
- Maintain liaison with managers, supervisors, and planning and design officials on the adequacy of operating procedures, tools, facilities, designs, plans, and specifications from the safety and occupational health standpoint; ensure that safety and occupational health requirements are identified and implemented into all workplace operations, planning and design efforts.
- Coordinate occupational health support with Naval Air Station, Lemoore, and the Occupational Health Section, California Medical Detachments, U. S. Army, as appropriate. Consult as necessary with occupational health professionals in the identification, evaluation, and control of exposure to chemical, physical, biological stressors.
- Assist supervisors and training specialists in developing and conducting safety training, education, and indoctrination of new employees; ensure continuing training programs; require specific safety refresher training; and, where conditions warrant, specialized safety training.
- Provide advice and guidance to all school organizational elements, managers, and supervisors covering the technical aspects of safety, and principles of hazard recognition and control, and the application of these principles as they relate to the employee and the workplace.
- Foster personal safety awareness at all levels of NPS and tenant activities through appropriate promotional methods and channels of communication ensuring all employees are aware of their rights and responsibilities related to the NPS OSH program.
- Coordinate the preparation of the annual safety and occupational health budget submission.
- Establish written goals and objectives for the NPS OSH Program; evaluate program performance; then develop measures to recognize superior and deficient OSH performance.
- Serve as technical consultant to the Labor and Employee Relations Specialists in coordinating the NPS OSH Program with representatives of the labor organization as required by negotiated labor agreements.

- Implement and advertise a hazard reporting system that provides employees with a method of reporting unsafe or unhealthful working conditions.
- Serve as technical authority in the procurement of approved personal protective equipment, and as coordinator for all facets of the personal protection, noise control, and sight conservation programs.
- Provide data, as appropriate, for the evaluation of injury compensation claims submitted to the Civilian Personnel Office.
- Cooperate with, and provide advice to, medical and employment personnel on the proper selection and placement of personnel as they relate to Safety and Occupational Health.
- Attend and participate in safety and occupational health committee meetings, conferences, seminars, and workshops directly related to OSH functions.
- Provide Safety and Occupational Health Program support to tenant organizations where an inter-service support agreement exists.

**Command Responsibilities.** The Superintendent is responsible to ensure all of the following IAW reference (a) OPNAVINST 5100.23E:

- Implementing and conducting an aggressive and continuing OSH Program.
- Ensuring an OSH office is organized, staffed, and maintained.
- Issuing an OSH policy statement that reflects the Superintendent's commitment to the OSH program and to programs that prevent or minimize occupational mishaps.
- Ensuring that all responsibilities of the OSH Manager are properly carried out IAW this instruction.
- Semi-annually reviewing the activity hazard abatement program plan.
- Establishing and chairing or ensuring the executive officer or equivalent chairs the OSH Policy Council and ensuring minutes are issued and maintained.